

FY 2006 REQUEST FOR PROPOSAL
CARL D. PERKINS
REGIONAL PROFESSIONAL DEVELOPMENT

Duration of Program:

July 1, 2005 through June 30, 2006

Available Funding:

\$120,000 – FY 2006 Funds

Eligible Applicants:

Each of the nine Career and Technical Education Regional Planning Regions, having formed a consortium consisting of school districts and postsecondary institutions to develop and operate CTE Professional Development education programs, is an eligible applicant. Funds will be “awarded” to each regional consortium based upon submission of an application which meets the criteria outlined in this Request for Proposal. The regional consortium will determine the fiscal agent for the project. The Fiscal Agent must be identified on the application in the space, “APPLICANT/ELIGIBLE RECIPIENT,” and must sign the application.

Funding Procedures:

- Proposals must be submitted on Part IV, “Formula/Competitive/Direct Grant Application For Federal Funds” form. A screening committee will review all proposals, rating them against the program standards.
- The funding formula will be based on a base amount of \$7,000 per region and on an additional formula amount determined by the previous year 9th Grade Enrollment in the region.
- All disbursements will be on a reimbursement basis only.
- Each region’s designated Fiscal Agent is responsible for all financial transactions concerning all aspects of those funds. The region’s fiscal agent will aggregate all local districts’ requests and submit Requests for Reimbursements on behalf of the districts in that region. The state will then issue reimbursements for each such request from the region’s fiscal agent.
- Funds will be available ONLY until June 30, 2006 at which time any unexpended funds will be re-prioritized under state guidelines.
- A complete application and budget including information for each CTE Professional Development activity being held in the region shall be submitted, approved, and on file at USOE in order to activate the region’s allocation.

- **Prior** to submitting any application to USOE, discuss **each topic or portion** of the training events or projects with the USOE specialist assigned to that area.
- The following are needed by the Utah State Office of Education for an audit trail and, throughout the life of the grant period, should be mailed to our office as appropriate: (1) A complete application including information for each professional development event or project funded; (2) A budget page for the region summarizing the expenditures to reflect the amount of grant award; (3) Requests for Reimbursements submitted from the region for all federal funds; and (4) Accountability Report (Part A) to accompany the last Request for Reimbursement.

Statement of Purpose:

The purpose of Regional Leadership & Development grant is to provide professional development programs coordinated within a region and with statewide programs for career and technical education, academic, guidance, and administrative personnel, that —

- provide inservice and pre-service training in state-of-the-art CTE programs and techniques, effective teaching skills based on research, and effective practices to improve parental and community involvement;
- help teachers and personnel to assist students in meeting the State adjusted levels of performance established under section 113; and
- support education programs for teachers of CTE and technical education in public schools, and other public school personnel who are involved in the direct delivery of educational services to CTE and technical education students, to ensure that such teachers stay current with the needs, expectations, and methods of industry.

Program Criteria/Priorities:

- Using Part IV of the Application forms, each regional project will include the details of **each** regional Professional Development education program being funded. **NOTE: This includes describing all separate training activities, events and situations according to the criteria listed in the RFP.**
- Eligible Professional Development programs should articulate with other training programs being held within the region and state. In deciding locally which projects to fund, local priority should be given to those programs that coordinate Professional Development activities within the region and with USOE and invite teachers and other professionals from other districts to attend.
- No elementary school activities are eligible.
- A local match is not required. No equipment purchases are allowed. Minimal portions of funds may be used for transportation with the **bulk going to pay for training.** Funds may not be used for administrative purposes.
- Proposals should NOT include Curriculum Development, School-to-Careers, or Tech Prep activities.
- Priority should also be given for “**VALUE-ADDED**” Professional Development programs that:

- a. explain how the Professional Development activities will be integrated into the daily activities of attendees upon returning to their work sites;
 - b. explain how those who are trained will train others; or
 - c. explain how follow-up activities will occur for the trainees to ensure that the Professional Development activities have long-term impact rather than short-term interest.
- Each training activity will show how the outcomes will be evaluated.

Regional Planning:

All proposals will need to meet the requirements of the State and Regional Master Plans and will supplement, not supplant, non-federal funds.

Application Procedures:

Complete Part IV of the "Local Application for Federal Career and Technical Education Funds." **All applications resulting from this Request for Proposal must be received in our office by 5:00 p.m. on Friday, May 20, 2005.** Please note our MAILING ADDRESS:

**Murray Meszaros, Specialist
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200**

Specific Steps to Completing the Application Form: (Applications lacking any of the following will be returned.)

1. **Information and Signature Page** - Complete the cover page checking the "Leadership and Development — Other" box. The regional chairperson should sign and date for "Project Director." The CTE Director for the fiscal agent should sign and date for "Career and Technical Education Director."
2. **Abstract** - Please list and describe what training projects or events you will be having. Don't feel restricted by the space of half a page if you need to include more information.
3. **Needs Assessment** -
Please describe why the areas of Professional Development were chosen, how you determined your training areas and how the needs were prioritized. Please include evidence that the region
 - a. surveyed teachers, administrators, etc.;
 - b. coordinated with state specialists to avoid training duplications;
 - c. is focusing on training teachers in areas of high industry needs; and
 - d. is focusing on training teachers in new curricular areas.

Don't feel restricted by the space of half a page if you need to include more information.

4. **Objectives, Activities and Evaluation**
While still covering the three (3) major categories, please feel free to submit additional sheets as necessary. In this section, we are seeking the details of your plans.

Objectives and Activities — *Please include the following for **EACH** portion of the Professional Development Training Event or Project if there are various units to it:*

- a. Name of project or event;
- b. Most Responsible Person (**MRP**) for that project or event -- name, address, phone number, fax, email);
- c. As close as possible — the dates, times, address and room of project or event;
- d. Who will receive training;
- e. Who will do the training and their qualifications;
- f. Format of training project or event;
- g. Specific impacts or outcomes caused by the training that you and teachers anticipate.
 - 1). What do you hope trainees will do differently or better as a result of attending this training?
 - 2). How will trainees integrate the new concepts and practices into their daily activities?
- h. If the project or event is open to people from other regions to attend — and if so, what cost and registration process is involved;

Evaluation — Please respond to the following for **EACH** Professional Development Training Event or Project:

- a. How will staff benefit? How will staff do things better as a result of this training? How will you determine that?
- b. What follow-up, post training activities or expectations will occur with those who attended the professional development projects or events?
- c. Will trainees be expected to train others after their training is completed?
- d. How will each activity contribute to accomplishing the State Adjusted levels of performance for the Core Indicators (please refer to Section III of the State Plan for more information)?
- e. **New** ➔ Please contact Murray Meszaros at least **a month in advance** to see if he will be attending the training projects/events as part of his monitoring processes.

5. **Budget**

Provide the budget **detail** requested.

Program Reporting:

Funds will be disbursed on a “**Request for Reimbursement**” basis. Final budgets will be included on the initial request and will reflect the total level of grant award. The Accountability Report, Part A, must be completed and submitted with the final Request for Reimbursement form. Final payments will not be made until Part A has been submitted and accepted.

Accountability Report, Part B, is not required. Eligible recipients must include Professional Development programs in the determination and reporting of the core indicators and the proposed State adjusted levels of performance since all programs funded under Perkins III must meet academic standards developed by the State [section 204(c)(3)(A)].